

NSGD SEOUL COMMON JQR

The following pages contain the NAVSECGRUDET Seoul Common JQR. All newly arriving command personnel are required to complete the Common JQR within 4 weeks of reporting on board. All other personnel will complete or be waived from completing specific portions of the Common JQR as directed by the Officer in Charge (OIC). Personnel will obtain the Common JQR from the Officer-in-Charge (OIC) or Detachment Master Chief (DMC) during the normal check-in procedure.

PURPOSE: Successful completion of this JQR will facilitate a basic understanding of missions, organizational structure, and security and administrative regulations of this command.

APPROVAL: This JQR has been approved by the OIC.

PREREQUISITE QUALIFICATION: None.

REFERENCES: The following are provided to assist in the completion of this JQR. The list below represents a minimum amount of reference materials that might be helpful and is not intended to be all encompassing or provide the sources for every line item answer:

- SCI ADMINISTRATIVE SECURITY MANUAL, DOD C5105.21-M-1
- PHYSICAL SECURITY AND LOSS PREVENTION, OPNAVINST 5530.14B
- PERSONNEL SECURITY STANDARDS AND PROCEDURES GOVERNING ELIGIBILITY FOR ACCESS TO SENSITIVE COMPARTMENTED INFORMATION (SCI), DCID 6/4
- PHYSICAL SECURITY FOR SCIF, DCID 6/9
- PERSONNEL SECURITY REGULATION - SECNAVINST 5510.30A
- PRP REGULATION - SECNAVINST 5510.35A
- EVALUATION/FITREP MANUAL, BUPERSINST 1610.10
- PHYSICAL READINESS PROGRAM - OPNAVINST 6110.1H
- SPONSOR PROGRAM, NSGDSINST 1700.1
- OPSEC, NSGDSINST 3432.1
- MAINTENANCE MANUAL, NSGINST 4000.1 (SERIES)
- NAVOSH PROGRAM MANUAL, OPNAVINST 5100.23D
- NSGD HOMEPAGE (<http://www.cnfk.navy.mil/nsgd/Home.htm>)



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RATE/NAME: _____
DATE ASSIGNED: _____
DATE DUE: _____

JQR USER'S GUIDE

Ref: (a) NSGINST 1543.3, Job Qualification Requirements
(JQR) Program

Encl: (1) Listing of Authorized JQR Qualifiers

1. What is a JQR?

- a. Trainees should become thoroughly familiar with reference (a). This JQR book is an important and integral part of NSGD Seoul's overall training and qualification program. The JQR's are divided into the following serialized sections:

6100 series - Fundamentals/Knowledge Factors
6200 series - Operations/Performance Factors
6300 series - General Administrative/Knowledge Factors
6400 series - Korean Knowledge

- b. Some line items are questions for which the answers must be researched using applicable references; other line items are practical and require performance of a task or demonstration of a skill. Trainees may make any notes or comments for later study or reference in this JQR book.

2. How to qualify.

- a. Trainees must complete this JQR book within the required time limit. The OIC or DMC may set specific goal dates within that time limit. Signatures do not have to be earned in order, but it is often helpful to do so. Trainees should periodically check their progress to ensure their qualification goals are on track.
- b. Trainees will attain the required line item signatures from authorized JQR Qualifiers. Qualifiers for this JQR are identified on a list signed by the OIC. Multiple Qualifiers might be listed for each line item. The trainee may earn the signature from any one of the Qualifiers, but once a "check out" is started, the trainee must earn that signature from that Qualifier unless the Qualifier

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authorizes the trainee to complete the "check out" with a different Qualifier.

- c. Upon completion of this JQR, trainees will ensure that the Final Qualification Training Record Memorandum is appropriately routed and the trainee's LPO will ensure that these entries are made in the trainee's Division Officer Record (DOR), Training Record, and in their Service Record. Trainees should safely keep the original JQR book for future reference.

3. Trainee's Leading Petty Officer (LPO) Responsibilities.

- Set and monitor trainee's goals and progress;
- Coordinate with the OIC prior to granting extensions;
- Coordinate with the OIC the JQR board;
- Ensure all line item signatures have been properly attained;
- Ensure the Final Qualification Training Record Memorandum has been properly routed;
- Ensure updates have been made to DORs;
- Ensure any necessary changes to the JQR are forwarded to the appropriate department for action.



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JQR TOPICS:

6100 FUNDAMENTALS / KNOWLEDGE FACTORS

- 6101 Local/Theater/National Relationships
- 6102 Command Structure
- 6103 Command Mission

6200 OPERATIONS / PERFORMANCE FACTORS

- 6201 Physical Security
- 6202 Personnel Security
- 6203 Emergency Procedures
- 6204 Computer Knowledge

6300 GENERAL ADMINISTRATIVE / KNOWLEDGE FACTORS

- 6301 Leave Procedures
- 6302 Request Chit Procedures
- 6303 Evaluations Procedures
- 6304 Physical Readiness
- 6305 Overseas Tour Extension Incentive Program (OTEIP)
- 6306 Non-Judicial Punishment (NJP)

6400 KOREAN KNOWLEDGE

- 6401 On-base guest procedures
- 6402 Curfew Policy
- 6403 Drinking Policy
- 6404 Driving Policy
- 6405 Buddy System
- 6406 Off-Limit Establishments
- 6407 Contact with foreign nationals

Final Qualification Board (comprised of at least 3 JQR qualified NSGD Sailors (E-6 or above) and chaired by the DMC or OIC)

Final Qualification Training Record Memorandum



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6100 FUNDAMENTALS / KNOWLEDGE FACTORS

6101 LOCAL/THEATER/NATIONAL RELATIONSHIPS

6101.1 Briefly describe the functional AOR, location and command relationship between NSGD Seoul and the following:

- | | |
|----------------|-------|
| a. NAVSECGRU | _____ |
| b. PACOM | _____ |
| c. COMPACFLT | _____ |
| d. NSGA Misawa | _____ |
| e. SUSLAK | _____ |
| f. CNFK | _____ |
| g. CNFJ | _____ |
| h. USFK | _____ |
| i. CFC | _____ |
| j. CSG | _____ |
| k. NCR-K | _____ |
| l. PSD | _____ |

QUALIFIER'S SIGNATURE / DATE:

6102 COMMAND STRUCTURE

6102.1 Briefly describe the responsibilities of the following NSGD/SUSLAK elements, visit the workspaces for orientation and name the respective Department Chiefs:

- a. **6102.11** State the positions that comprise the N00 EXECUTIVE DEPARTMENT, and identify who fills those billets.

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6102.12 N1 ADMINISTRATIVE DEPARTMENT

- a. N1 LCPO _____
- b. N1 LPO _____

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6102.13 N2 COMMUNICATIONS/MAINTENANCE DEPARTMENT

- a. N2 LCPO _____
- b. N2 LPO _____

QUALIFIER'S SIGNATURE / DATE:

6102.14 N3 OPERATIONS DEPARTMENT

- a. N3 LCPO _____
- b. N3 LPO _____

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6102.2 Briefly describe the responsibilities of the following collateral duties, and name the respective personnel assigned:

- a. Command Assessment Team (CAT) _____
- b. Casualty Assistance Calls Officer (CACO) _____
- c. Command Career Counselor (CCC) _____
- d. Combined Federal Campaign (CFC) Rep _____
- e. Command Fitness Leader (CFL) _____
- f. Command Financial Specialist (CFS) _____
- g. Command Managed Equal Opportunity (CMEO) _____
- h. Command Training Team (CTT) _____
- i. Drug and Alcohol Program Advisor (DAPA) _____
- j. Educational Services Officer (ESO) _____
- k. MWR REP _____
- l. Navy, Marine Corps Relief Society (NMCRS) Rep _____

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m. Non-Combatant Evacuation Officer (NEO) OFFICER

n. OPSEC OFFICER

o. Public Affairs Officer (PAO)

p. Pass Liaison Representative (PLR)

q. Sexual Assault Victim Intervention (SAVI) Rep

r. Sponsor Coordinator

s. Urinalysis Program Coordinator (UPC)

t. Voting Assistance Representative (VAR)

QUALIFIER'S SIGNATURE / DATE:

6103 COMMAND MISSION

6103.1 State the mission statement for NSGD Seoul.

QUALIFIER'S SIGNATURE / DATE:

6103.2 State the mission statement for SUSLAK.

QUALIFIER'S SIGNATURE / DATE:

6200 OPERATIONS / PERFORMANCE FACTORS

6201 PHYSICAL SECURITY

6201.1 Define and explain what constitutes a SCIF.

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6201.2 Describe the procedures for opening/securing a security container.

QUALIFIER'S SIGNATURE / DATE:

6201.3 State the items that are prohibited in a SCIF.

QUALIFIER'S SIGNATURE / DATE:

6202 PERSONNEL SECURITY

6202.1 Discuss reasons to meet with the Special Security Officer (SSO).

QUALIFIER'S SIGNATURE / DATE:

6203 EMERGENCY PROCEDURES

6203.1 Describe the procedures for reporting a bomb/sabotage threat.

QUALIFIER'S SIGNATURE / DATE:

6203.2 Describe the procedures for reporting a fire or other emergency.

QUALIFIER'S SIGNATURE / DATE:

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6204 COMPUTER KNOWLEDGE

6204.1 Explain your responsibilities when using government computers.

QUALIFIER'S SIGNATURE / DATE:

6204.2 Discuss the website Navy Knowledge Online (NKO), and describe what can be accessed via this website.

QUALIFIER'S SIGNATURE / DATE:

6204.3 Demonstrate the ability to access the website Navy Knowledge Online (NKO), to include General Military Training (GMT).

QUALIFIER'S SIGNATURE / DATE:

6204.4 Discuss the Job Advertisement and Selection System (JASS) website.

QUALIFIER'S SIGNATURE / DATE:

6204.5 Demonstrate the ability to access the Job Advertisement and Selection System (JASS) website.

QUALIFIER'S SIGNATURE / DATE:

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6300 GENERAL ADMINISTRATIVE / KNOWLEDGE FACTORS

6301 LEAVE PROCEDURES

6301.1 Describe the procedures for filling out and processing leave request chits.

- a. Who can approve/disapprove?
- b. Who is the final approval/disapproval authority?

QUALIFIER'S SIGNATURE / DATE:

6301.2 Describe the procedures for submitting the following leave requests:

- a. Local leave
- b. U.S. leave
- c. Foreign country leave

QUALIFIER'S SIGNATURE / DATE:

6302 REQUEST CHIT PROCEDURES

6302.1 Describe the procedures for processing the following special request chits:

- a. Collateral duties
- b. Tuition Assistance
- c. Reenlistment
- d. ID card
- e. Liberty
- f. HARP duty

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6303 EVALUATIONS PROCEDURES

6303.1 Describe the requirements and formats to be used for submission of performance evaluations and evaluation inputs.

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6303.2 Describe the requirements, schedule and procedures for conducting semi-annual counseling of personnel.

QUALIFIER'S SIGNATURE / DATE:

6304 PHYSICAL READINESS

6304.1 Describe the PRIMS database, and your responsibilities in accessing it online.

QUALIFIER'S SIGNATURE / DATE:

6304.2 Describe the command's FEP program, to include the following:

When you can be placed on the program?	_____
Who can place you on the program?	_____
When you can be dropped from the program?	_____
Who can drop you from the program?	_____

QUALIFIER'S SIGNATURE / DATE:

6304.3 Describe what constitutes as a failure for the PFA and explain the administrative consequences for the following:

- | | |
|--|-------|
| a. First PFA failure | _____ |
| b. Second failure in same four-year period | _____ |

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c. Third failure in same four-year period _____

QUALIFIER'S SIGNATURE / DATE:

6305 OVERSEAS TOUR EXTENSION INCENTIVE PROGRAM (OTEIP)

6305.1 Describe the OTEIP and discuss each of the options.

QUALIFIER'S SIGNATURE / DATE:

6305.2 Describe the procedures for requesting OTEIP, to include:

- a. Required signatures?
- b. How soon before your PRD must an OTEIP request be submitted?

QUALIFIER'S SIGNATURE / DATE:

6306 NON-JUDICIAL PUNISHMENT (NJP)

6306.1 Discuss the NSGD Seoul NJP process to include administrative consequences following:

- a. First NJP _____
- b. Second NJP in the same enlistment _____

QUALIFIER'S SIGNATURE / DATE:

6400 KOREAN KNOWLEDGE

6401 ON-BASE GUEST PROCEDURES

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6401.1 Describe the procedures and the requirements for bringing a guest onto Yongsan Garrison.

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6402 CURFEW POLICY

6402.1 Describe the curfew policy and how it applies to USFK personnel.

QUALIFIER'S SIGNATURE / DATE:

6403 DRINKING POLICY

6403.1 Describe the drinking policy and how it applies to USFK personnel.

QUALIFIER'S SIGNATURE / DATE:

6404 DRIVING POLICY

6404.1 Describe the driving policy and how it applies to USFK personnel.

QUALIFIER'S SIGNATURE / DATE:

6405 BUDDY-SYSTEM POLICY

6405.1 Describe the buddy-system policy and how it applies to NSGD Sailors.

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6406 OFF-LIMITS ESTABLISHMENTS POLICY

6406.1 Discuss the USFK off-limits areas and how it applies to NSGD Sailors.

QUALIFIER'S SIGNATURE / DATE:

6407 CONTACT WITH A FOREIGN NATIONAL

6407.1 Describe the procedures, process and requirements for U.S. Navy personnel with SCI Clearances when in contact with a foreign national.

QUALIFIER'S SIGNATURE / DATE:

6407.2 Describe the requirements for U.S. Navy personnel with SCI Clearances when marrying a foreign national.

QUALIFIER'S SIGNATURE / DATE:

6408 CONTROLLED ITEMS

6408.1 Discuss USFK policy on controlled items.

QUALIFIER'S SIGNATURE / DATE:

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Final Qualification Signature

Date

NOTE: Final qualification signature will be done by the OIC.

Comments: _____



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Listing of Authorized JQR Qualifiers

All E-6 and above Sailors currently on board NSGD Seoul Korea as of April 2005 may sign off on all JQR line items. All signatures must be legible or will not be accepted.